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**SUPPORT OFFICERS' MEETING**

8 July 1964

**DD/S Conference Room**

**1. Those Present:**

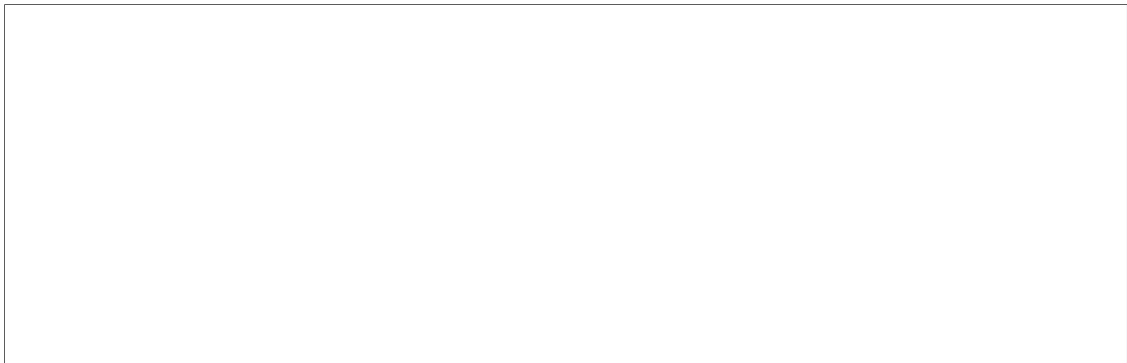
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**2. [ ] reported on the following matters discussed at the DD/S Staff Meeting:**

a. Mr. Houston indicated that at the present, it appears that the House will accept the changes in the Pay Bill which was passed by the Senate, and he expects passage of the Bill by the House and the Senate some time between 25 June and 1 August. There is a possibility that if the Bill is passed with a provision that the increase is retroactive to 1 July, the Agency may not be eligible for this retroactive increase. This is due to the legal technicality pertaining to specific mention in the legislation of CIA.

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**3. [ ] dealing with employee conduct should be circulated to all employees during the month of July.**

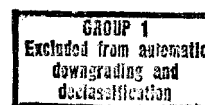
**4. The Headquarters Task Force dealing with [ ] has been alerted to stand by for possible reactivation as a result of recent trouble signs in [ ]**

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**25 YEAR RE-REVIEW**

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25X1 5. The Director has advised the Congressional Subcommittee dealing  
25X1 with CIA that the Agency will reduce its strength by [ ] positions  
between 30 June 1964 and 30 June 1965. The DD/P share of this  
reduction is a figure somewhat less than [ ] [ ] is now  
reviewing the situation in each DD/P development and will recommend  
allocations for this cut. He will brief a latter Support Chiefs'  
Meeting on this subject.

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6. Because of construction delays in the building of vault space,  
the date for the move of Finance has been delayed until 1 August.

7. The Notice covering the establishment of a Central Travel Branch  
has been concurred in by the DD/P after some revisions and will be  
published in the next few days.

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8. [ ] opened the discussion on how we could best obtain  
housing data from field stations for passing [ ]. It  
was generally agreed that we should rely on the initiative of those  
overseas posts having difficulty with their allowances, and that we  
should not levy a general reporting requirement on all stations.  
[ ] will prepare a paragraph dealing with the subject for  
inclusion in the Housing Book Dispatch now being processed.

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9. A discussion followed on the subject of who should sign Staff  
Studies prepared for submission to deputy directors or above. The  
general consensus of opinion was that when a paper is prepared in  
a component for submission to an officer who ranks as the chief of  
that component, such paper should be signed by the chief rather  
than by any subordinate to him.

10. SSA has recently sent each Area Division a list of their repre-  
sentation allowances which were approved by the Director for FY-65.  
A review has shown that quite a few of the representation allowances  
letter ~~list~~, which are now outstanding, provide for amounts in excess of  
those currently approved. [ ] suggested that each Support  
Chief visit SSA and check out his particular list.

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11. The question of parking in Agency parking lots for periods in  
excess of 48 hours was raised by [ ]. Current Security  
Office practice is to not authorize parking in excess of 48 hours,  
and the Special Police have been issuing citations in cases where  
the vehicle has remained in the lot longer than two days. In  
response to queries, the Office of Security has stated that there  
are security factors to having cars in the lot longer than 48 hours,  
but they have refused to explain what these factors are. Since it  
was agreed that this restriction is working a hardship in many cases  
where personnel depart for TDY directly from the building, SSA  
agreed to take the matter up with the Director of Security.

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